

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council

Email: clerk@swanwickparishcouncil.org.uk

www.swanwickparishcouncil.org.uk

Mob: 07510170571



11th March 2019

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 21st March 2019 at 7.00pm.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

AGENDA

1. Apologies

Members are reminded to give their apologies direct to the Clerk, these must be made **well in advance** (barring last minute emergencies) of the meeting giving the Clerk enough time to cancel if there is a prospect of the meeting not being quorate.

2. Variation of Order of Business

3. Declarations of Interest

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 4D of Public Participation.

4. Public Participation

A) Public Attendance & Speaking: Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.

C) Police Matters

Information is on the following web pages www.police.uk/derbyshire/NR06/

D) Representations or Evidence from Members Declaring a Prejudicial Interest

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

5. Minutes of Full Council

5.1 To receive the Minutes of the Meeting held 21st February 2019

6. Planning Matters

6.1 Planning Applications for comment: All applications can be viewed at www.ambervalley.gov.uk click on Planning and then click on Planning Applications and use the AVA reference number to search.

7. Clerk's Report

- 7.1** Rights of Way Maintenance
- 7.2** Application for Hanging Baskets
- 7.3** DALC Membership Fees
- 7.4** Notice of vacancy in the Office of Parish Councillor
- 7.5** Councillor Attendance Record 2018-19
- 7.6** Annual Parish Meeting 18th April 2019
- 7.7** Annual Parish Council Meeting Thursday 16th May 2019

8. Chair's Report (Verbal Report)

9. Councillors' Updates

Website activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Well Dressing 2019

10. Correspondence & Circulars (copies are available on the website)

None

11. Accounts

11.1 To approve urgent payments made to the following:

Date	Cheque	To Whom Payable	Reason	Amount £
04.02.19	BACS	Acclimatize	Climbing Wall Deposit	100.00
04.02.19	BACS	Grasstrack	Memorial Fence repairs	144.00
20.02.19	BACS	UKDMO - PWLB	Loan No 504972	4,944.75
28.02.19	DEBIT CARD	Potclays	Clay for 2019 Well Dressings	230.64
28.02.19	DEBIT CARD	O2	Clerks Phone	16.80
28.02.19	DEBIT CARD	Potclays	Clay for 2018 Well Dressings	267.32
28.02.19	DEBIT CARD	Post Office	Postage	1.77
			Total	5705.28

11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £	
Staff	BACS	Mth 12 Salaries	2624.75	
HMRC	BACS	Mth 12 Tax & NI Contribution	655.80	
NEST	D/D	Mth 12 Pension Deduction & Employer Contribution	137.22	
Iansprint	BACS	February 2019 Newsletters	225.00	
Clr M Barnett	CHQ	Honorarium Qtr 1	80.00	
			Total	3722.77

11.3 Income Received:

Date	Remittance	Amount £
	Total	0.00

12. Bank Reconciliation

Cash Book Reconciliation 28.02.19

Opening Balance 01.04.18	129,149.34	
Receipts to 28.02.19	155,246.31	
Sub Total		284,395.65
Unpresented cheques 2017/18	3,958.50	
Payments to 28.02.19	93,725.53	
Unpresented cheques 2018/19	0.00	
Sub Total		97,684.03
Closing Balance 28.02.19		186,711.62
Bank Balance at 28.02.19		186,711.62

13. Exclusion of Press & Public

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

- Review of Clerks Salary.

14. Items for the next Agenda

Items are invited for inclusion in next month's agenda

15. Date of Next Meeting: 7.00pm 18th April 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

The meeting will be preceded by the **Annual Parish Meeting** at which local organisations and groups will be invited to report on the previous year's activities and their aspirations for the forthcoming year.

The date for the **Annual Parish Council Meeting** is the 16th May 2018 at which the Council will conduct the annual statutory meeting.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 21st February 2019 at 7pm**

Present: Cllrs Adams, Chidlow, Barnett, Goodier, King, Payne, Soudah & Trenear

Cllr Soudah took on the role of the Clerk for this meeting.

Members of the Public:

Members of the public listed waived their right to anonymity under the Data Protection Act:

J Briggs, & D Smith

627/2019 APOLOGIES:

Cllr Davies

Cheryl Miles (Clerk)

628/2019 VARIATION OF ORDER OF BUSINESS

None

629/2019 DECLARATION OF INTEREST

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

630/2019 PUBLIC PARTICIPATION

630.1/2019 Public Speaking –

JB reported that once again Severn Trent had accessed without prior permission Trust land that lies to the south of the Parish Council's Memorial Gardens. This is since the new fencing that has been erected by the Parish Council. Despite several attempts to speak to someone in authority at Severn Trent, JB is still waiting for a return call.

JB reported that the anticipated AVBC Review of the Green Belt and the publication of the report and recommendations did not materialise in time for the AV Council meeting on 30 January 2019. Despite this details of the report's findings appear to have been leaked and were reported in the local press; AVBC had not confirmed or denied that the detail reported in the press reflected the findings in the report.

JB also reported the difficulty he had in reserving a seat at the next meeting of AVBC due on 4 March 2019 and registering to speak on the Local Plan and the implications of the review of the Green Belt despite his record of attendance at all meetings dealing with the Local Plan and being an active participant in the Independent Examination of the Local Plan. He condemned the failure of AVBC in providing adequate facilities to accommodate the anticipated large number of people who wished to exercise their democratic rights.

630.2/2019 Member's Observations

Cllr Payne noted that the Christmas tree was still located in the Well at Broadway Head. She suggested contacting Anne Beale at St Andrew's to

see if this could be stored, together with the remaining items from the Parish Council Office, in the store room at the back of the church.

630.3/2019 POLICE MATTERS

There has been no meeting with the Safer Neighbourhood Team, but all information regarding all police matters is on their website www.police.uk/derbyshire/NR06/

630.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST

None

631/2019 MINUTES OF FULL COUNCIL

RESOLVED:

Minutes of Full Council held 17th January 2019 are received as correct account of the meeting. The minutes were signed by the Chair.

632/2019 PLANNING MATTERS

632.1/2019 Planning Applications

No representations or comments received & no Planning Applications considered.

633/2019 CLERK'S REPORT

The Clerk's report was presented by the Chair.

633.1/2019 Rights of Way Maintenance

Members noted the update.

633.2/2019 Application to DCC to attach hanging baskets to Street Lighting Columns

Members noted the update.

633.3/2019 Services installation to Village Hall site

Members considered the two quotations received since the agenda was sent out.

RESOLVED:

To accept the quotation from KC Building Services and authorise the Clerk to contract for the works specified.

633.4/2019 Notice of vacancy in the Office of Parish Councillor

Members noted that the Clerk has received a letter of resignation from Cllr P Davies. There are now three vacancies. Members agreed that in view of the proximity of the elections in May 2019 applications to consider co-options will be deferred.

633.5/2019 Councillor Attendance record 2018-19

Members noted the update.

633.6/2019 Parish Website

Members noted the paper sent the Parish Council's current host MH-P.NET. No member was prepared to be nominated as requested. It was suggested that after the May elections in May 2019, a working group be set up to review the website.

633.7/2019 DALC Council Election Training Course

The Clerk attended an election Training Course. This focussed on the impartiality of the Clerk in the forthcoming election period.

Members who wish to stand as candidates are solely responsible for acquiring, completing and submitting the necessary documentation.

Copies of the letters from AVBC in respect of the election process, and the estimated cost had been circulated previously.

634/2019 CHAIR'S REPORT

The Chair reminded Members of the up-coming elections and how to acquire the necessary nomination forms etc. The period of 'purdah' commences on 25th March and Members were reminded of their responsibilities during this period leading up to the election on 2nd May.

635/2019 COUNCILLORS UPDATES

635.1/2019 Website activity & Social Media

Analysis of website activity shows that there was a significant drop in both Facebook and SPC website activity during the period following Christmas.

635.2/2019 Village Hall Working Group

Two new members joined the VHWG; one to focus on legal matters and the second to support funding and preparation of the business plan. The VHWG recommended the acceptance of the quote from KC Building services for the installation of electrical and water utilities.

635.3/2019 Defibrillator Working Group

Work is progressing to install a defibrillator on the fencing at Swanwick Primary School. Application to DCC to attach the defibrillator is currently underway.

It was noted that for the Cray's Hill site, we are waiting for a quote from AVBC for the electrical fitting.

It was noted that the Clerk has delivered a letter to the most suitable houses on Brackendale Road, asking if they would be willing to have a defibrillator fitted to their garden wall, but has not had any responses yet. Members were asked to see if there were any other alternative sites.

635.4/2019 Well Dressing - Saturday, 18th May 2019

It was noted this is progressing well and the theme for the wells is 'Beauty of the Earth'. Brief summary of the activities was provided to Members. The Newsletter features the activities as well as events during the Easter Period.

636/2019 CORRESPONDENCE & CIRCULARS

Noted

637/2019 ACCOUNTS**637.1/2019 RESOLVED: To approve urgent payments**

Date	Cheque	To Whom Payable	Reason	Amount £
17.01.19	D/D	Haven Power	Electric Utility	14.00
17.01.19	3862	Clerks Expenses	OSH Key	8.00
-	-	-	Cement for Memorial Garden Fence	24.12
-	-	-	Water for Concrete	3.60
25.01.19	BACS	LITE Ltd	Steam Packet Xmas Lights	468.00
25.01.19	BACS	Swanwick Baptist Church	Room Hire Oct-Dec 2018	90.00
31.01.19	DEBIT CARD	Amazon	Printer Cartridges	19.76
31.01.19	DEBIT CARD	Sainsbury's	Caretakers Fuel	25.00
			Total	4886.43

637.2/2019 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 11 Salaries	2624.75
HMRC	BACS	Mth 10 Tax & NI Contribution	655.80
NEST	D/D	Mth 10 Pension Deduction & Employer Contribution	137.22
		Total	3417.77

**637.3/2019 Income Received
Noted**

Date	Remittance	Amount £
23.01.19	605967 Refund from Waterplus - overpayment of final bill	5.11
	Total	5.11

638/2019 BANK RECONCILIATION**Noted:**Cash Book Reconciliation 31.01.19

Opening Balance 01.04.18	129,149.34	
Receipts to 31.01.19	155,241.20	
Sub Total		284,390.54
Unpresented cheques 2017/18	3,958.50	
Payments to 31.01.19	84,275.48	
Unpresented cheques 2018/19	140.00	
Sub Total		88,093.98
Closing Balance 31.01.19		196,296.56
Bank Balance at 31.01.19		196,296.56

639/2019 EXCLUSION OF PRESS & PUBLIC

None

640/2019 ITEMS FOR THE NEXT AGENDA

None

641/2019 DATE & TIME OF NEXT MEETING

7.00pm 21st March 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 20.15

Signed:

Date:

7. Clerk's Report to Swanwick Parish Council Meeting 21st March 2019

7.1 Rights of Way Maintenance

The invoice for ROW Maintenance for 2018-19 has been submitted to DCC and accepted, payment to follow shortly.

7.2 Application for Hanging Baskets

This application has been submitted to DCC Highways for a permit to have hanging baskets on the lamp posts in the village.

7.3 DALC Membership Fees

The subscription for our DALC membership is due for renewal and due to the fact that we have elections and possibly new Councillors, I propose that we take out the higher level of subscription of £978.52. This allows us to send up to 3 delegates to any/all of the Group 1 training courses, throughout the year.

7.4 Notice of vacancy in the office of Parish Councillor

There are still three vacancies for Parish Councillors. I urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor or encourage them to stand at the May election.

7.5 Councillor Attendance record 2018-19

Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

7.6 Annual Parish Meeting 18th April 2019

Just to confirm, the date of the Statutory Annual Parish Meeting will be Thursday 18th April 2019. This meeting will precede the monthly Full Council Meeting.

7.7 Annual Parish Council Meeting Thursday 16th May 2019

Just to confirm, the date of the Annual Parish Council Meeting is Thursdays 16th May 2019.

Councillor Attendance Record May 2018 – April 2019

Name	May 17	June 21	July 19	Aug HOLS	Sept 20	Oct 18	Nov 15	Dec 20	Jan 17	Feb 21	Mar 21	Apr 18	%	2017-18
Adams	√	X	X		X	√	X	√	X	√			44%	55%
Barnett	X	√	√		√	√	√	√	√	√			89%	64%
Chidlow	√	X	√		√	√	√	X	X	√			67%	10%
Davies	X	√	X		X	√	X	√	X	X	-	-	33%	45%
Goodier	-	-	-		-	-	-	√	√	√			100%	-
King	√	X	√		√	√	√	√	X	√			78%	73%
Payne	√	√	√		√	√	√	√	√	√			100%	100%
Soudah	√	√	√		√	X	√	√	√	√			89%	100%
Trehear	-	-	-		-	-	-	√	√	√			100%	-
Hayes	X	X	X		X	X	X	X	X	X			0%	0%
Wilson	X	√	X		√	√	√	X	X	X			44%	64%
Smith	X	X	X		X	X	X	X	X	X			0%	0%
Marshall-Clarke	X	X	X		X	X	X	X	X	X			0%	0%